

Minutes of the meeting of Waterbeach Parish Council Finance Committee held on Tuesday, 27 July, 2010 at 7.30 p.m. in the New Pavilion, Cambridge Road

Present: Mr A Ball (Chairman); Mr P Johnson; Mrs A Lloyd; Mrs J. Rabbett; Mrs J Williamson; Mr M Williamson.

1. Apologies:

Dr C Grant; Mrs C. Smith

2. Declaration of Interests for items on the agenda.

No declarations of interest were declared

3. To approve the Minutes of the meeting held on 15 June, 2010.

Mr Johnson proposed, seconded by Mrs Lloyd and agreed that the Minutes be signed.

4. Clerk's report and matters arising from the Minutes

Football club fees for 2009 season - Waterbeach Wanderers have not paid the sum charged towards the outstanding amount from previous seasons and Waterbeach Football club have not paid for all of the games played in the 2009/2010 season. Mr Johnson agreed to speak to his contact in the Waterbeach Wanderers to establish if they intended to pay and if they wished to continue playing at Waterbeach.

5. To receive explanation of Parish Council financial management and processes

The paper prepared by Mr Ball from the Financial Regulations of the Council and circulated was noted

6. To consider:

- i. expenditure and income to 30 June 2010 against budget

It was noted that the expenditure costs for the groundspersons were not in line with the budget due to changes in staff. It was agreed that the clerk should recalculate the budget in line with decisions to be taken at the August council meeting relating to contracted hours.

Electricity – consumption can not be determined as British Gas invoices are incorrect. Alternative supply contract commences in August when meters will be read. Clerk contacting British Gas to advise of incorrect readings. It was agreed that the electricity budget should be revised in September

It was agreed that the cost of advertising for employees should be charged to staff contingency not post and expenses as per the spreadsheet.

Tree maintenance – the clerk advised that an additional £1000 should be vired to tree maintenance to allow for maintenance work on the trees on the green to take place. Concern was expressed about the increasing cost of tree maintenance and the increase that would be incurred with the planting of trees donated by the Woodland Trust.

It was noted that the apparent over spend in donations and grants of £600 is due to the loan granted to the Beach Car Scheme which is refundable at the end of the financial year. It was agreed that donations and grants should be itemised as donation, grants and loans.

It was agreed that £1000 should be vired from the electricity budget to the machinery repairs budget.

The £16 overspend in the rates budget was noted. It was agreed that £16 be vired from the electricity budget to the rates budget.

7. To review bank reconciliation to 30 June, 2010

Mr Ball agreed to review the bank reconciliation. It was noted that the 0.08p interest is on the s.106 money from planning applications.

8. To review allocations against proposed expenditure

The mis-alignment of the allocation table was noted and would be rectified by the clerk.

9. To review projects register and agree actions on projects

It was agreed that consultations as noted in the register would be actioned and estimates where required would be obtained.

It was agreed that the garage project in item 6 had been determined and that project is now for future use of the old pavilion. Future use of the old pavilion to be discussed at the August council meeting.

It was anticipated that a clearer indication of any surplus would be evident by the end of September.

10. To review Tillage Hall finances

The cashflow for the Tillage Hall project as prepared by Mr Lamb had been circulated. It was noted that provision for the increase in VAT had not been made. Mr Lamb to be requested to amend cash flow accordingly.

Based on the figures in the cashflow it was agreed that it would not necessary to apply for a loan for the project.

It was agreed that some community events should be arranged to promote the building and to fund raise. It was noted that the Community Association may be interested in sponsoring the project.

11. To consider whether Heelis & Lodge should continue as internal auditors

Mrs Lloyd proposed, seconded by Mr Johnson and agreed that Heelis and Lodge continue as internal auditors. Mrs Rabbett proposed, seconded by Mrs Williamson and agreed that their appointment be reviewed when they have carried out the audit for five years.

12. To consider fees charged:

i. Sports clubs

It was agreed that the clerk would determine the amount outstanding from Waterbeach Football Club.

It was agreed that an exercise to provide the costs of sport facilities should be carried out. The information would be circulated by e.mail for consultation.

It was proposed that football club fees be paid by standing order on a monthly basis throughout the year to assist them in paying.

ii. Users of the green and recreation ground

No discussion held.

The meeting ended at 9.10 p.m.

Chairman Date